

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **September 19, 2019** at **5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

**PRESENT:** JOHN VAN DYCK, ANNETTE AUBINGER, KAYLA JACOBSON, MARISSA MELI, KATHY PLETCHER, DAVID RUNNING, and JOHN VANDER LEEST

**EXCUSED:** HECTOR RODRIGUEZ

**ALSO PRESENT:** Sarah Sugden, Linda Chosa, Sue Lagerman, Emily Rogers, and Curt Beyler (staff). Brown County Supervisor Paul Ballard, District 15.

**CALL TO ORDER** President Van Dyck called the meeting to order at 5:15 p.m.

**APPROVE/MODIFY AGENDA AND MINUTES.** **Motion** by Vander Leest, seconded by Pletcher, to approve the agenda and minutes. **Motion carried.**

**COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC** Paul Ballard implore the board to restart the discussion of a new East Branch. He and his family are regular attendees of Book Babies and other programs at East and it is too small and not an appropriate space. He suggested to seriously consider the placement of East so that it serves the folks in the growing communities beyond the east side of Green Bay. East Branch staff does a great job – even with the challenges they face in a small space.

### **LIBRARY BUSINESS**

**FINANCIAL MANAGER UPDATE** Chosa reported that at the end of August the library was running slightly under budget.

Shawano County will not make payment due in 2019 (\$57,000). Once they decided to become a consolidated library system they determined they did not owe anyone anything. A bill from BCL was already sent. They voted to consolidate in August 2017 and the actual consolidation happened in January, 2018. Van Dyck suggested asking DPI for a legal opinion in writing. The library could potentially challenge this decision. Chosa commented that this shortfall as well as reduced fine revenue, is being absorbed by meeting room rental, parking meter and fax and copy services revenue. Vacancies are a revolving door and are creating salary savings. Because of this, the turnover reduction was reached. Donations are on track.

Chosa provided a recap of the WI Debt Collection (SDC). Corp Counsel reviewed process and approved the library's use of program if desired. There are ways to protect patron information – mainly their social security numbers. The collection methods include using TRIP/tax refund interception (recommended), wage garnishment, and bank account levying. Vander Leest suggests using the full tool otherwise gains will be few. HE noted that everyone is given ample notice and if they ignore the notice, that's when the other options kick in. The Board and the library need to be good stewards in trying to recover the money owed. Chosa thinks initial 30 day letter would be effective and we would collect more than we are. Secondly, the library would likely be the last agency to collect – if it went to the other methods we still might not get much. Van Dyck clarified that this decision is more of a philosophical one. The library could pick and choose what accounts are assigned to the different collection methods. Vander Leest thinks order of payment may be aligned with when they are entered into the system and not necessarily determined by a hierarchy of importance. Running thinks there are innocent circumstances of why bills get to the level of being turned over to a collection agency. Van Dyck thinks that if recipients of the letter ignore it then they have forfeited their option to pay and other efforts should then be instituted (that decision is made by the patron). Vander Leest thinks revenue gained could be substantial and suggested that the Department of Administration be approached as the offsite department to store the protected patron data. Chosa prefers a department that is already using SDC but Vander Leest doesn't think another department would want that responsibility. Library Administration was asked to further consider going beyond TRIP services. Meli is concerned about the concept and asked if financial literacy training be more effective.

### **APPROVE FINANCIAL, AND GIFTS, GRANTS, AND DONATION REPORTS**

**Motion** by Vander Leest, seconded by Pletcher, to receive and place on file the financial report and July and August, 2019 Gifts, Grants and Donation report as follows:

Brown County Library					
Gifts, Grants & Donations Report					
July 2019					
<b>Gifts &amp; Donations</b>					
7/3/2019'	Wrightstown Lions Club		500.00	WR Branch	
7/3/2019'	United Way Jeans Day Collections		89.00	For United Way	
7/10/2019'	P. McCabe		17.75	LHG	
7/24/2019'	P. Farah		25.00	Central General	
7/31/2019'	Coco's Urban Cottage		21.26	General	
7/1/2019'	Ashwaubenon		65.50	Donation Box	
7/1/2019'	Bookmobile		5.05	Donation Box	
7/1/2019'	Denmark		-	Donation Box	
7/1/2019'	East		58.70	Donation Box	
7/1/2019'	Weyers/Hilliard		36.00	Donation Box	
7/1/2019'	Customer Service		23.70	Donation Box	
7/1/2019'	Kress		54.52	Donation Box	
7/1/2019'	Pulaski		10.30	Donation Box	
7/1/2019'	Southwest		13.82	Donation Box	
7/1/2019'	Wrightstown			Donation Box	
	<b>Total Donations</b>		<b>\$ 920.60</b>		
<b>Federal &amp; State Grants</b>					
07/10/19	Nicolet Federated Library System		6,562.50	Collection Development (2/4 pymt)	
07/10/19	Nicolet Federated Library System		4,336.80	Ancestry RLS	
07/10/19	Nicolet Federated Library System		3,000.00	Continuing Education	
07/10/19	Nicolet Federated Library System		32,500.00	Technology	
	<b>Total Grants</b>		<b>\$ 46,399.30</b>		

Brown County Library					
Gifts, Grants & Donations Report					
August 2019					
<b>Gifts &amp; Donations</b>					
08/14/19	P. McCabe		100.00	LHG Collection	
08/21/09	J. Stangel		10.00	LHG Collection	
08/28/19	G. Reschke		175.00	WH in Memorial J. Reschke	
08/28/19	Friends of the Brown County Library		2,950.00	Marketing Supplies	
08/01/19	Ashwaubenon		26.10	Donation Box	
08/01/19	Bookmobile		3.00	Donation Box	
08/01/19	East			Donation Box	
08/01/19	Denmark			Donation Box	
08/01/19	Weyers/Hilliard		36.00	Donation Box	
08/01/19	Customer Service		21.75	Donation Box	
08/01/19	Kress			Donation Box	
08/01/19	Pulaski		11.40	Donation Box	
08/01/19	Southwest		20.00	Donation Box	
08/01/19	Wrightstown			Donation Box	
	<b>Total Donations</b>		<b>\$ 3,353.25</b>		
<b>Federal &amp; State Grants</b>					
8/1/2019	Nicolet Federated Library System		\$ 6,000.00	Delivery	
	<b>Total Grants</b>		<b>\$ 6,000.00</b>		

**Motion carried.**

**FACILITIES UPDATE** Beyler reported that HVAC project is nearly complete – only the punch list needs to be completed. There have been some flooding issues at Weyers-Hilliard. Maintenance is working on building a swale. It will be cut in next week and seeded. A sidewalk has been installed around the back of the building that naturally helped with the slope of the land. Beyler and Sugden met with a patron who is concerned about some shrubbery at the exit of the Southwest Branch's parking lot. The shrubbery is located on a residential property. Possible solutions include installing a mirror or signage. Vander Leest noted that a city ordinance can order shrubs to be cut if there is a line-of-sight issue. The new Kubota tractor was delivered this week. Facilities staff will get familiar with it before the winter season starts.

**PERSONNEL UPDATE** Rogers reported that September 13 was the last staff development day of the year. Kathy Pletcher spoke to the staff and gave an overview of the board. Kathy is also the WLA Trustee of the Year (elected for their outstanding contributions to libraries and librarianship)! The day covered collection development; further practice and role play using techniques from Crucial Conversations and the Ryan Dowd Homelessness training; tour of Central Library; to do training on a few Badgerlink databases partners from DPI; and a presentation on cyber security by August Neverman, from Brown County Department of Technical Services. Planning for next year's staff development days will start soon. Molly Senechal was hired as the Kress/Wrightstown Manager, leaving an open Youth Services Librarian position at Central. Recruitment is underway for a Library Associate at the Denmark Branch; the upcoming retirement of a reference librarian (since 1975) in Adult Services at Central opens another position. Also posted is a part-time maintenance worker; interviews are being conducted for the Central Manager and the Safety Officer recruitment will start soon. Rogers followed up with Matt Kreise (BC Parks) on their safety staff person and learned that the library is looking for is a very different position than the Park's. The Park position works overnight and does a significant amount of patrolling parks. Schedules would not be compatible as the library would need the position all the time. Matt share good information on training that the library could also employ. Running asked if other libraries have this position - there are several throughout the county and many models to follow. There is an increasing trend among library to have a safety presence. Vander Leest suggested reaching out to the personnel at the courthouse.

**COMMUNICATIONS/PROGRAMMING UPDATE** Lagerman distributed the September – November events calendar; the Friends Fall newsletter, the 31<sup>st</sup> annual Local History Series brochure, a BIG Book Sale bookmark (sale is the week of September 23), a printout of library highlights submitted by all locations and presented at the recent Staff Development Day, and a flyer promoting Wisconsin Public Television's premiere screening of a new documentary on bestselling Wisconsin author and humorist Michael Perry. Michael is touring with the documentary and will offer a Q&A session with attendees. Lagerman reminded that National Library card sign up month is underway and the library is offering a chance to win a prize to anyone who applies for a card (new) or refers a friend. The total count of new library cardholders will be available in early October.

**DISCUSSION AND POSSIBLE ACTION – SOUTHWEST BRANCH AFTER – HOURS INTERNET CONNECTIVITY** Vander Leest has noticed a number of individuals at the Southwest Branch at night. John Vander Leest Sr. has seen activity into and over the night into the morning. Both feel it is evident that they are trying to connect to WiFi as individuals are sitting up against the library. We don't want to create police calls. Connecting to the library's network is possible outside of the physical building. Sugden commented that it is convenient for people that need Internet access after library hours. Being in a neighborhood setting puts the Southwest Branch in a unique situation. Pokémon Go is popular among groups and may have contributed to people gathering at the library since it was part of the programming. The group play function at Southwest was removed from the game. Chosa attended a meeting of the Marquette Neighborhood Association (they hold their monthly meetings at the branch) and they reported that they have not received complaints. The branch is actually in the Olde Norwood Neighborhood but that association is currently inactive per the city's website. Sarah suggested that the seating and privacy is contributing to the situation. The benches will be put away and the picnic tables removed. No loitering signs will be posted. Electrical outlets will be turned off. The library really wants to be a good neighbor. DoTS has been asked about shutting Internet access off. Vander Leest is concerned about the reputation of the library. The option to turn off Internet access afterhours will be investigated and further discussed at the October board meeting. Van Dyck commented that if the library provides provide 24/7 service then we have responsibility to police it. He suggested installing ring cameras as they are inexpensive and offer unlimited recording and storage up to 30 days. (Ring.com)

Van Dyck suspended the meeting at 6:30pm to allow the board to attend the Navajo Code talker presentation in the auditorium.

The meeting reconvened at 6:45 pm.

**DISCUSSION AND POSSIBLE ACTION – VOTER REGISTRATION EVENTS** There is some opposition to the affiliates of the organization. There could be better ways to go about registering members of the community. The board would feel better about not being connected to any particular group. Municipalities would likely be happy to assist. Make it a function of Adult Services 3-6 months before an election.

**Motion** by Jacobson, seconded by Aubinger, to suspend COVO or other organization's efforts to use the library's facilities for voter registration purposes effective December 31, 2019. Use of meeting rooms for this purpose is allowable. **Motion carried.**

**DISCUSSION AND POSSIBLE ACTION – BOARD BY-LAWS UPDATE REGARDING VIRTUAL ATTENDANCE** Per NFLS, virtual attendance is not a good substitute for attending in person. Per Corp Counsel, if meetings are open, then the public would have to be able to attend remotely. Things to consider include technology failures and jeopardizing a quorum. What happens when technology fails – could jeopardize quorum. **Motion** by Vander Leest. Seconded by Running, to receive and place on file. **Motion carried.**

**UPDATE ON SHAWANO COUNTY OUT-OF-COUNTY PAYMENT** Covered under Finance Manager Report.

**OPEN SESSION:** Discussion and Possible Motion to Convene in Closed Session  
A closed session was not required. No action was taken.

**PRESIDENT’S REPORT** Van Dyck reported that there was an available property near Target. That landlord found a new tenant before there was a chance to tour. There have been no other leads. Regarding the east side, there has been back and forth dialogue with the YMCA. They are interested in space in a building in exchange for land. This could result in a long-term simple lease. Running, Pletcher, Van Dyck and Sugden are scheduled to meet to make a plan and formulate ideas for moving forward on locations for relocating the East and Ashwaubenon branches. This will be presented to the Board in October for vote to put into motion. It is time to take action and get in front of other percolating ideas. Eric Pritzl (Director of Health and Human Services) is in need of additional space for his department and is interested in the vacant space of the Central Library’s third floor. Sugden would seek an opinion from the board for an appropriate lease rate per square foot. Copies of the current tenant’s lease were distributed. It would be used for Criminal Justice services (intake, testing and counseling services). The library could be a useful resource for clientele. The Board approved the Director to continue discussions with HHS. It’s a county-run program – funds may be restricted by current budget. Van Dyck suggested further investigation as this could be a good solution for use of space that isn’t highly usable.

**LIBRARY DIRECTOR’S REPORT** No report.

**OTHER BUSINESS** Vander Leest asked about forming a board committee to help with the Safety Manager recruitment and screening. Rogers’ concern is the role of the Board in hiring library staff (traditionally only hire director). Van Dyck defers to Sugden to decide if a board member or another party can be part of this process.  
Risk Management is coordinating active shooter training. The Library has done this in the past.

**SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** None.

**ADJOURNMENT Motion** by Running, seconded by Pletcher, to adjourn the meeting. **Motion carried unanimously.**

Meeting adjourned at 7:52 pm.

**NEXT REGULAR MEETING:**  
**October 17, 2019**  
**5:15 p.m.**  
**Central Library**

Respectfully submitted,

Sue Lagerman  
Recording Secretary